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REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE MINISTER
MANILA

28 January 1985

MINISTRY ORDER)
NO. 1)
Series of 1985

SUBJECT: Guidelines on the Repair/Rehabilitation
of Existing Public Shallow and Deep Wells

TO: The Regional Directors and
District Engineers
All Officials Concerned

In order to efficiently serve the water supply requirements of the rural populace and to prolong the useful life of the water supply structures, these Guidelines on the Repair and/or Rehabilitation of Existing Shallow and Deep Wells are hereby promulgated.

A. METHODOLOGY

1. Review the well construction record
 - Date of construction
 - Static water level during and after construction
 - Water yield or capacity
 - Well depth
 - Length of suction pipe, location of foot valve
 - Condition of casing (length, screen)
 - etc.
2. Ask questions from water-users or the barangay captain about the conditions of the well while functioning, signs of troubles, and probable cause/s of it being not functioning or operational.
3. Measure the water level and well depth by taking off the valves and suction pipes, and dropping a string with a weight (i.e., plumb bob) at its end.
4. Check the components or parts of the hand pump as well as the pipes (casing and drop/suction).
5. Secure water sample and undertake water quality tests.
6. Prepare priority list of projects to be repaired and rehabilitated (refer to the order of priorities in Section C below).

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7. Refer to Annex 1 for the corrective measures or approached to be undertaken in repairing the wells.
8. Prepare the corresponding programs of work.
9. Complete the repair/rehabilitation work as soon as possible.
10. Turn over the completed project to the concerned Rural Water-works and Sanitation Association (RWSA) or community using the form shown in Annex 2.
11. Submit monthly report of accomplishments to the Project Management Office for Rural Water Supply (PMO-RWS) through the Office of the Regional Director.

B. REPAIR AND REHABILITATION APPROACHES/COUNTERMEASURES

Refer to Annex 1

C. PRIORITIES IN REPAIR AND REHABILITATION PROJECTS

The order of priorities shall be as follows:

1. Minor repairs (15% or less than the new construction cost) of wells in areas where there are no other sources of water supply within the immediate vicinity.
2. Minor repairs of wells in areas wherein there are alternative water sources of water supply.
3. Major repairs of wells (16% to 60% of the new construction cost).
4. Rehabilitation of wells (61% or 80% of the new construction cost).

D. WELL ABANDONMENT

Wells beyond economic repair (cost is about 81% of the new construction cost or more) should rather be abandoned than rehabilitated but subject to immediate replacement. In such a case, the following procedure should be followed:

1. Notify the RWSA or the community of the proposed action.



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2. Retrieve serviceable parts
3. Seal the well appropriately
4. Program the immediate construction of a new well to replace the old well.

E. DOCUMENTS REQUIRED

1. Certificate of Turn-over

Upon completion of the rural water supply project, the District Engineer concerned shall accomplish the Certificate of Turn-over (Annex 2) in three (3) copies, to be distributed as follows:

Original - RWSA concerned

1st carbon copy - District Office concerned

2nd carbon copy - The Office of the Minister through
the PMO-RWS

2. Certificate of Acceptance

Upon issuance of the Certificate of Turn-over to the benefited RWSA by the District Office, the Barangay Captain who has jurisdiction over the completed project shall issue a Certificate of Acceptance (Annex 3).

3. Completion Report

A Completion Report (Annex 4) is required of the District Engineer to be submitted to the Regional Director every first week of the succeeding month. The Office of the Regional Director shall consolidate all the reports of the district offices within his jurisdiction to be submitted on the second week of the succeeding month to the Office of the Minister through the PMO-RWS.



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F. TIMETABLE

ACTIVITIES	DURATION	M O N T H						ADMINISTERING OFFICE
		FEB	MAR	APR	MAY	JUNE	JULY	
1. Briefing of DEO Staff	2 wk.	—						PMO-RWS, RDO
2. Survey, preparation of priority list, preparation of programs of work, and pakyaw contract arrangements (where applicable)	1.5 mo.	—	—					DEO
3. Implementation	3.5 mo.		—	—	—	—	—	DEO
4. Project monitoring and submission of monthly progress reports	-			—	—	—	—	DEO, RDO, PMO-RWS

Legend:

RDO - Regional Director's Office
DEO - District Engineer's Office

G. FUNDING

1. Source of funds for the repair and/or rehabilitation of wells will be as indicated in the approved CY 1985 Infrastructure Program. Specifically, funds for the rehabilitation of wells under the First IBRD-assisted Rural Water Supply and Sanitation Project, and the UNICEF-assisted and KFW-assisted Rural Water Supply Project



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are being released. Additional funds will be released in due time coming from the nationwide and regionwide allocations.

2. In cases where wells were constructed but become unoperational within one year, check the possibility of charging repair work from the contractor, if so warranted.


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Minister